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## Faculty Support: ADA WCAG 2.1 Ed Tech Resources

Christine Clevenger - 2025-06-04 - Instructional Resources

# Faculty Support: ADA WCAG 2.1 Ed Tech Resources

What is ADA WCAG 2.1?

How do these requirements impact faculty PowerPoint presentations?

How do I use the Microsoft Accessibility Checker Tool?

Is there a checklist I should follow?

## COM Ed Tech Recommended ADA Checklist

\*Indicates Accessibility Checker Assisted Task

<b>1. Slide Structure</b> <input type="checkbox"/>	<b>2. Text Style</b> <input type="checkbox"/>	<b>3. Graphics*</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>• <u>Use Cognitive Load Strategies</u></li><li>• Clear Slide Titles (NO ALL CAPS)</li><li>• Clear Slide Sections</li><li>• Minimal Content</li></ul> <ul style="list-style-type: none"><li>• <u>Layout Options</u></li><li>• Widescreen PowerPoint Slides (not 4:3)</li><li>• Use of PowerPoint Layouts (limited free text boxes)</li></ul>	<ul style="list-style-type: none"><li>• <u>Font Size:</u></li><li>• Body = Minimum 24pt of simple font</li><li>• Headings = Minimum 32 pt font</li></ul> <ul style="list-style-type: none"><li>• <u>Font Style:</u></li><li>• Simple font choices</li><li>• Examples- Arial, Calibri, Avenir,</li></ul>	<ul style="list-style-type: none"><li>• Add <u>Alternative Text</u> to graphics.</li><li>• Do your best to describe the image's context or mark image as decorative.</li></ul> <ul style="list-style-type: none"><li>• Check <u>Animations:</u></li><li>• Do not use flashing or blinking animations.</li></ul>
<b>4. Color &amp; Contrast*</b> <input type="checkbox"/>	<b>5. Reading Order*</b> <input type="checkbox"/>	<b>6. "Publish" Version</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>• <u>Color Contrast</u></li><li>• Ensure colors have proper contrast</li></ul> <ul style="list-style-type: none"><li>• <u>Color as Communication</u></li><li>• avoid using color alone as an indicator of correctness or data trends.</li></ul>	<ul style="list-style-type: none"><li>• Complete with Accessibility Checker!</li><li>• Maps of the information on a slide from first step to final step</li><li>• Tells screen reader to "Read this first," "Read this second," "Read this third"</li></ul>	<ul style="list-style-type: none"><li>• Save file as FILEName.rev.m.yyyy</li><li>• Example: ADA_Handbook.rev.5.2025</li></ul> <ul style="list-style-type: none"><li>• Communicate with Curricular Leadership</li></ul>

### Resources

[FAU Student Accessibility Services](#)  
[Office365 Accessibility Checker Video](#)  
[COM PowerPoint Templates](#)

Where can I locate the COM PowerPoint Template?

- <https://comsupport.fau.edu/kb/articles/official-com-powerpoint-templates>

#### **Attachments**

- [COM Ed Tech Recommended ADA Checklist.docx \(105.01 KB\)](#)
- [Updating Your PowerPoint to a More Accessible Template.docx \(44.56 KB\)](#)